## INDIGENT DEFENSE ADMINISTRATOR

<u>POSITION SUMMARY</u>: This is an at-will, grant funded position serving at the pleasure of the Wyoming City Manager in consultation with the Indigent Defense Administration Board (IDAB). This position will have responsibility for performing the duties and functions to support local indigent defense delivery systems in accordance with the Michigan Indigent Defense Commission and Indigent Defense Administration Board (IDAB), consisting of representatives from the cities of Grandville, Kentwood, Walker, and Wyoming.

<u>ESSENTIAL JOB FUNCTIONS</u>: An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

- 1. Advises and works cooperatively with the IDAB, Wyoming city manager, Kent County Office of the Defender (KCOD), conflict counsel for indigent defendants, the 59<sup>th</sup>, 62-A and 62-B District Courts and their judges, city attorneys, and others.
- 2. Prepares and files quarterly MIDC reports.
- 3. Prepares and files annual MIDC grant applications including compliance plans and cost analyses.
- 4. Prepares, submits, and monitors annual budget in accordance with City of Wyoming budgeting process. Follows City of Wyoming finance and purchasing policies and procedures.
- 5. Participates in Wyoming's annual audit of the program funds.
- 6. Reviews and processes payment requests from the indigent defense fund comprised of MIDC grant funds and local shares in accordance with city finance procedures.
- 7. Administers indigent defense counsel contracts, including the current Kent County Office of the Defender (KCOD) contract and conflict counsel contracts, and, with IDAB approval, takes action to terminate, amend, or renew such contracts as appropriate or enter into contracts with additional indigent defense attorneys.
- 8. Verifies indigent defense counsel has timely initial interviews with clients.
- 9. Ensures indigent defense attorney(s) meet education and training requirements.
- 10. Observes, reviews, evaluates, and may mentor indigent defense attorneys.
- 11. Implements the indigency standard and compliance.
- 12. Observes courts for compliance with standards and court rules, and interacts with judges and court personnel as needed.
- 13. Addresses indigent defense related issues and concerns raised by prosecutors, courts, clients, or others.
- 14. Approves expert and investigator requests within the funds budgeted.
- 15. Assigns cases to indigent defense attorneys (mostly conflict counsel).

- 16. Works with the IDAB chair to prepare IDAB agendas and supporting documents, and delivers them to IDAB members prior to IDAB meetings.
- 17. Monitors MIDC developments, including MIDC agendas, staffing changes, etc.
- 18. Prepares and ensures posting of notices of IDAB meetings.
- 19. Updates the IDAB as needed by e-mails, periodic written reports, or other means.
- 20. Proactively and as needed, interacts with MIDC staff, and others.
- 21. Attends MIDC meetings when appropriate.
- 22. Updates the IDAB, indigent defense attorneys, court personnel, and others of changes in statutes, court rules or other law that may affect indigent defense services.
- 23. Performs legal research and provides legal advice on matters affecting the MDIC and IDAB.
- 24. Recommends to the IDAB changes in approaches, operations, etc. as may, in the Administrator's opinion be needed, prudent, or beneficial.
- 25. Identifies and meets with key members of the local criminal justice systems such as court staff, judges, criminal defense attorneys, prosecutors, jail staff to promote best practices in indigent defense representation and compliance with MIDC standards.
- 26. Addresses communications and concerns from the public relative to legal matters affecting indigent defense related issues and concerns raised by prosecutors, courts, clients, or others for the IDAB.
- 27. Performs any other tasks or responsibilities needed to ensure indigent defense attorney services comply with applicable law, court rules, MIDC standards, the MIDC grant agreement, MRPC, and other applicable requirements.

<u>KNOWLEDGE</u>, <u>SKILLS AND ABILITIES</u>: The requirements listed below are representative of the knowledge, skills, abilities, and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.

- A. Graduation from a school of law accredited by the American Bar Association with a Juris Doctor degree.
- B. Two years of professional experience in legal work, including one year equivalent to an Indigent Defense Coordinator; or, two years of experience as a defense attorney.
- C. Active membership in and good standing with the State Bar of Michigan or, if from outside Michigan, in another state bar which will be recognized for reciprocity providing for membership in the State Bar of Michigan.
- D. Possession of a valid motor vehicle operator's license.
- E. Knowledge of the Michigan Indigent Defense Commission Act.

- F. Knowledge and experience with grant funding, guidelines and related requirements for the MIDC program.
- G. Skilled in legal research and ability to organize, interpret, and apply legal principles and knowledge to complex legal issues; able to clearly communicate and summarize laws, regulations for those without a legal background.
- H. Demonstrates proficiency in the use of information technology including software applications related to areas of responsibility and has the ability to quickly learn other technology as necessary.
- I. Possess a high level of interpersonal skills. Demonstrated ability to establish effective and cooperative working relationships. Uses tact, good judgment, initiative, and resourcefulness to communicate effectively with elected officials, boards and commissions, department heads, employees, volunteers, the public, and internal and external professional contacts through which the City conducts its business and affairs.
- J. Proven ability to communicate effectively orally and in writing and makes presentation in public forums and to persuade others. Ability to maintain favorable public relations. Skill in responding to public inquiries and internal requests with a high degree of diplomacy and professionalism. Ability to respond or proactively engage with public bodies or others during public meetings.
- K. Demonstrated ability to think strategically, quickly analyze complex information, coordinate schedules and resources, and work effectively and cooperatively in routine, stressful, or time-sensitive situations. Must be able to provide leadership and direction on projects and in situations with undefined goals, expectations, or outcomes.
- L. Possesses excellent organizational skills and ability to prioritize.
- M. Ability to understand, appreciate, and address the interests of multiple stakeholders and/or audiences for city and/or city attorney policies, practices, projects, actions, and communications.
- N. Extensive knowledge of the functions of federal, state, and local jurisdictions and authorities as they relate to municipal work. Extensive knowledge of local government and applicable federal, state, and local laws, codes, and ordinances.
- O. Proven ability to maintain a professional leadership image to the organization and to the public, both on and off duty. Ability to routinely demonstrate a commitment to the mission, vision and values of the department and the City.
- P. Ability to attend legislative sessions to represent and promote the interests of the City before committees and representatives.
- Q. Ability to attend Council, IDAB, department, and other meetings as necessary.

<u>PHYSICAL DEMANDS AND WORK ENVIRONMENT</u>: The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.

## Indigent Defense Administrator

While performing the duties of this job, the employee is regularly required to hear and to talk. While performing the duties of this job, the employee is regularly required to communicate with others and read and produce written documents. The employee frequently is required to sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee will frequently lift and/or move items of light weight.

While performing the duties of this job, the employee regularly works in a business office and court setting. The noise level in the work environment is usually quiet.

Occasionally, site visits may be needed or helpful. This may be alone or accompanied by other city personnel.

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